

Section 5310 Grant Implementation Workshop



Arizona Department of Transportation
Multimodal Planning Division
Transit Unit
October 7-8, 2019

Welcome & Introduction

**Jill Dusenberry,
ADOT MPD Transit Group Manager**

Housekeeping

- Emergency Exits
- Restrooms
- Break Times/Lunch
 - Vending machines/Water
- Title VI Notice

Wi-Fi
Guest

Password
48DesertSky!!

MPD Transit Team

Administration

Jill Dusenberry – Transit Group Manager

Sara Allred – Transit Group Asst. Manager and State Transit Planner

5311

Aubree Perry
Sarah Fitzgerald

State Safety Oversight

Herman Bernal
Brian Brinkley

5310

Sara Allred
Lindsay Post

Program Support

Beth Adema – Vehicles Management Analyst

Ann Cochran – Program Analyst

Diane Ohde – Transit Grants Business Analyst Consultant

Sarah Wuertz – Contract Specialist / RTAP Administrator

Agenda October 7th

- 5310 Program Overview
- 5310 Funding Overview
- Planning
- 5310 Grant Management Requirements
- Vehicle Maintenance Plans
- Vehicle Inventory
- Civil Rights (ADA and Title VI)
- RTAP

5310 Program Overview

The 5310 program “makes federal resources available to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.”

- Federal Transit Administration

- Formula funding from the FTA goes to Direct Recipients
 - State Transit Agencies, Local Governments, Public Transit Authorities, Tribes
- Direct Recipients have flexibility in how they select subrecipients for funding
- ADOT selects subrecipient projects based on a competitive application process

Major Responsibilities

Regional Mobility Manager

- Develop and Maintain Regional Coordinated Transit plan
- Minimum quarterly regional coordinating council
- Establish coordination goals and objectives
- Prioritize regional project funding recommendations
- Provide regional technical assistance
- Participate in statewide planning activities
- Build relationships and identify regional stakeholders

ADOT

- FTA Direct Recipient
- Contract Administration
- Process Reimbursement
- Program Oversight
 - Site Visits
 - Asset Management
 - Audits
 - Procurement

Subrecipient

- Submit 5310 application
- Participate in regional coordination
- Maintain ADOT-funded equipment
- On-time reimbursement
- Maintain accurate financial, operating, and maintenance records
- Maintain adequate insurance on awarded equipment
- Ensure activities and vehicles are meeting the program purposes

Planning Public Transit

5310 & Planning

2019 Implementation Workshop

Presentation by Sara Allred

October 2019

Planning Overview

- ▶ Regional Planning / Coordination Plan
- ▶ Where is Transit Planning Occurring
- ▶ Types of Transit Service
- ▶ Other ways to participate in Transit Planning

Regional Coordination

All applicants must participate in regional coordination efforts and must be included in the Regional Coordinated Plan for every region the agency hopes to be funded in



Regional Coordinated Plan

- More local control than statewide planning
- Improves accuracy
- Minimizes duplicative service

Where in AZ is Transit Planning?

Agency	Transit Planning Project Description
Bullhead City	Transit Facility Planning, Site Selection, and Environmental Review
City of Douglas	Facility Planning
Kingman	Transit Plan
City of Cottonwood	Sedona Transportation Study
White Mountain Apache	Fort Apache Connection Route 4
Salt River	Route Planning
FMPO	FMPO Transit Route Assignment Model
CAG	Pinal County Transit Governance Study
NACOG	Passenger Transportation Study Phases 2-3
MAG	Gila River Indian Community Transit Feasibility Study Update
SEAGO	Cochise County Public Transit Consolidation Feasibility Study
YMPO	Yuma Region Short Range Transit Plan
NAIPTA	Transit Fare Strategies
NAIPTA	US 180 Implementation Study & Satisfaction Surveys
NAIPTA	First Mile Last Mile Study
LHMPO	Lake Havasu Transportation Implementation Plan
NAIPTA	Strategic Investment Plan
SEAGO	Willcox Area Transit Feasibility Study

Recently Completed Studies

CAG	Gila County Transit Study
NAIPTA	Winslow Planning Study
NACOG	Passenger Transportation Study Phase 1
SCMPO	Casa Grande Transit Development Plan
SCMPO	Eloy Transit Development Plan
MAG	Maricopa Transit Study

Non-Profits Instrumental in Transit Planning

- ▶ Non-Profits including 5310 agencies are often on the front lines of community
- ▶ Critical to Identify Needs and travel patterns.



Types of Routes

- ▶ Fixed Route
 - Local Bus
 - Commuter
 - Intercity Bus
- ▶ ADA Complementary Paratransit
- ▶ Demand Response
- ▶ Deviated Fixed Route



Types of Routes-Fixed

Modes of public transportation – Fixed Route - Bus



Local Bus



Bus Rapid Transit



Commuter/Express Bus



Intercity Bus

Complementary Paratransit

Modes of public transportation – ADA Complementary Paratransit

- Operates in compliance with ADA requirements
- Same level of service as fixed route system
- Same days of the week; hours of the day



Types of Demand Response

Modes of public transportation – Demand Response Service

- Individual passenger requested service
- Door to door; curb to curb
- Riders may have special needs
- Lower demand service in rural areas



Deviated Flex Routes

- Hybrid of fixed-route and ADA Complementary Paratransit service
- Provides riders the reliability of fixed-route service
- The flexibility of demand response



Deviated Flex Routes

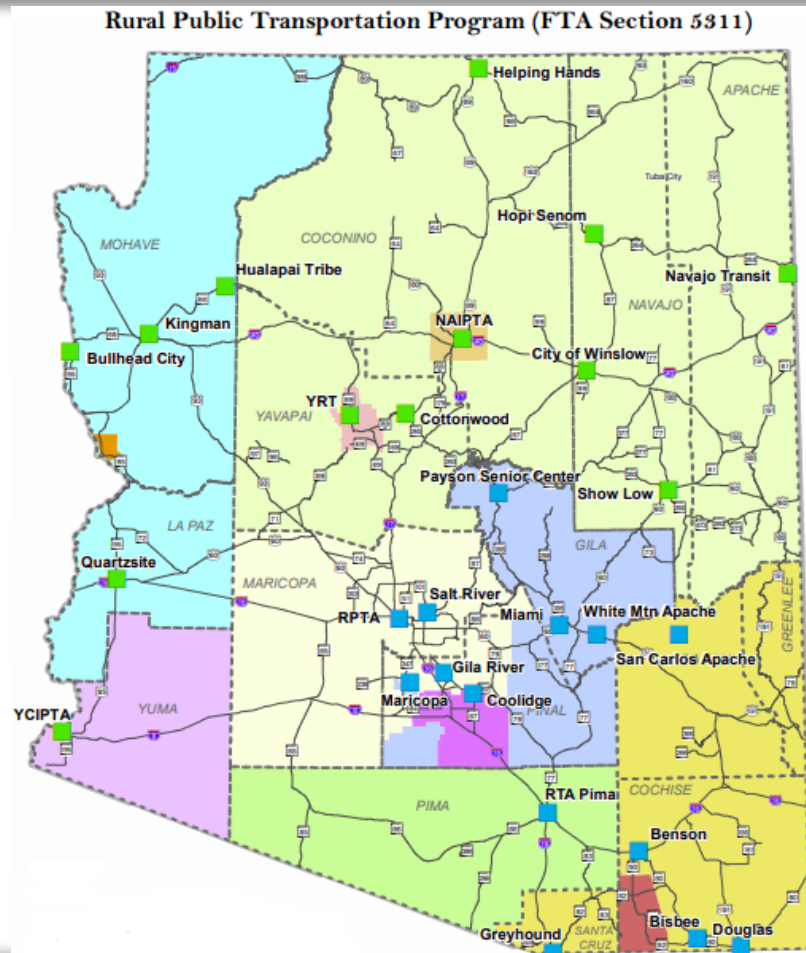
Modes of public transportation – Deviated Flex Route

- Deviations are provided on route to everyone
- Same level of service as fixed route system
- Used by majority of 5311 agencies



Public Transportation

- ▶ Where are the gaps?



Moving between regions

- New/added office
- Acquisition of another nonprofit agency
- Reach out to mobility manager in new region
- What do I do if I need to move a vehicle to a new region?

5310's Expand Service as 5311

- ▶ 8 agencies moved from 5310 to 5311 in the last 10 years
 - 3 Tribal Communities
 - 2 Non-Profits
- ▶ 3 Non-Profits were 5310, now serve 5311
- ▶ Fill critical service gaps in their region

Transit Planning funds

- Planning Application due November 14th
 - MPO / COG's apply as lead (local governments and tribes partner)
 - \$550,000 reserved
- 5311 Rural Transit Application in 2020
 - Local Governments, Tribes, and providers of rural Transit may apply for funding directly to ADOT.

Ensure you have a seat in the process!



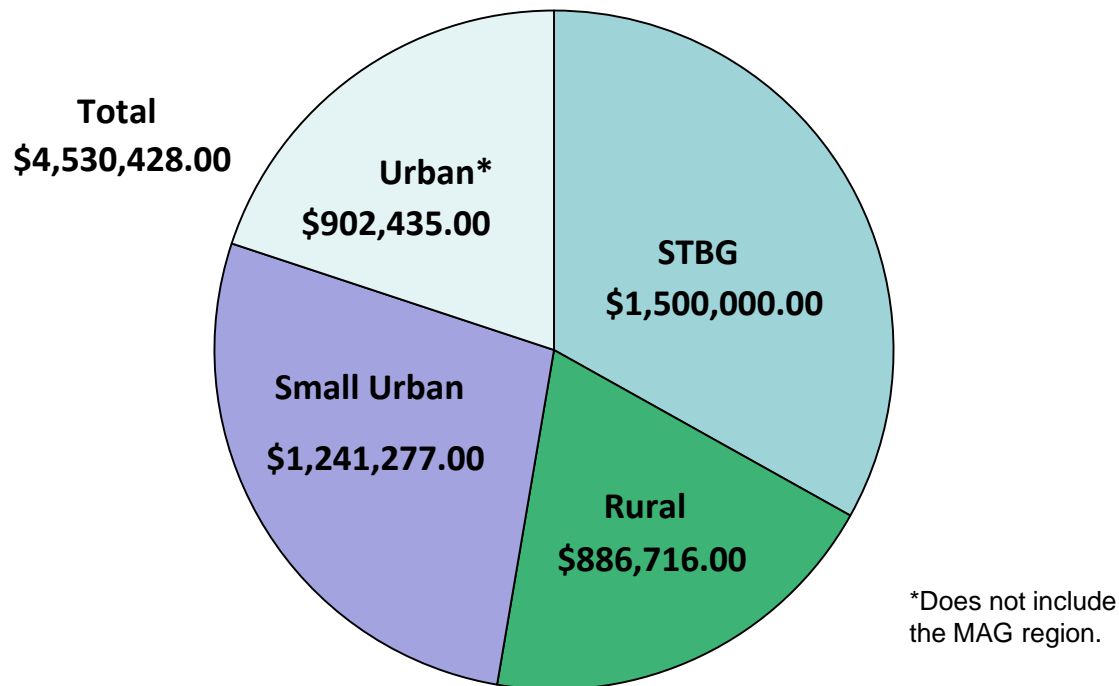
2 Year Grant Process for YR 1 & 2

- Year 1, 2019 —Application and new contract
- Year 2, 2020
 - ADOT contacts Agency and Mobility Management regarding compliance and desire for award
 - Report Civil Rights complaints and certify Title VI plan
 - Update Certs and Assurances
 - Modified Exhibit A and signature

5310 Funding Overview

- Arizona Apportionment from the Federal Transit Administration
 - Small Urban Formula Apportionment
 - Rural Formula Apportionment
 - Urban Formula Apportionment (Tucson only)
- Rural Surface Transportation Block Grant (STBG) Apportionment
- No State funds are available for transit initiatives

2019 Arizona 5310 Apportionment

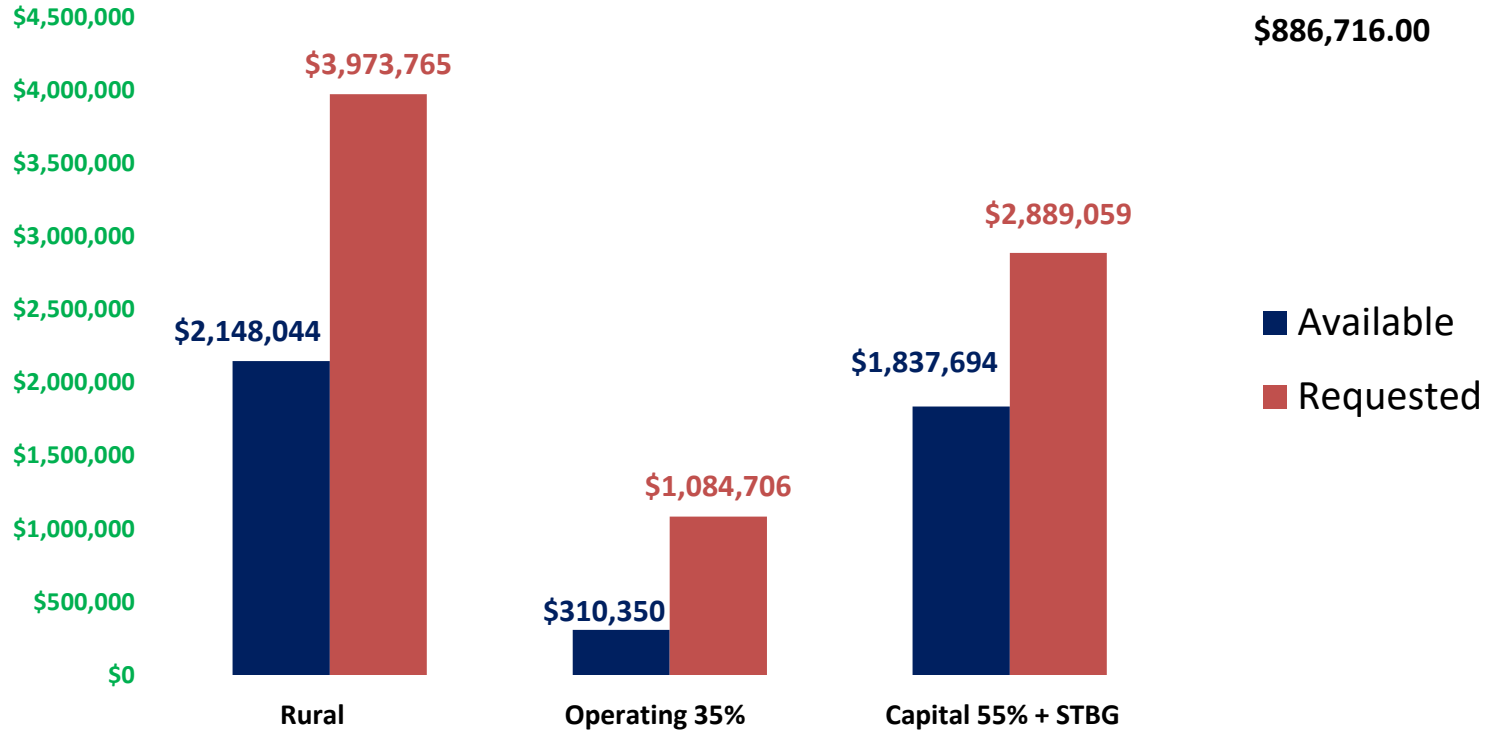


[fy-2019-full-year-apportionment-table-8-section-5310-enhanced-mobility-seniors-and-pwd.xlsx](#)

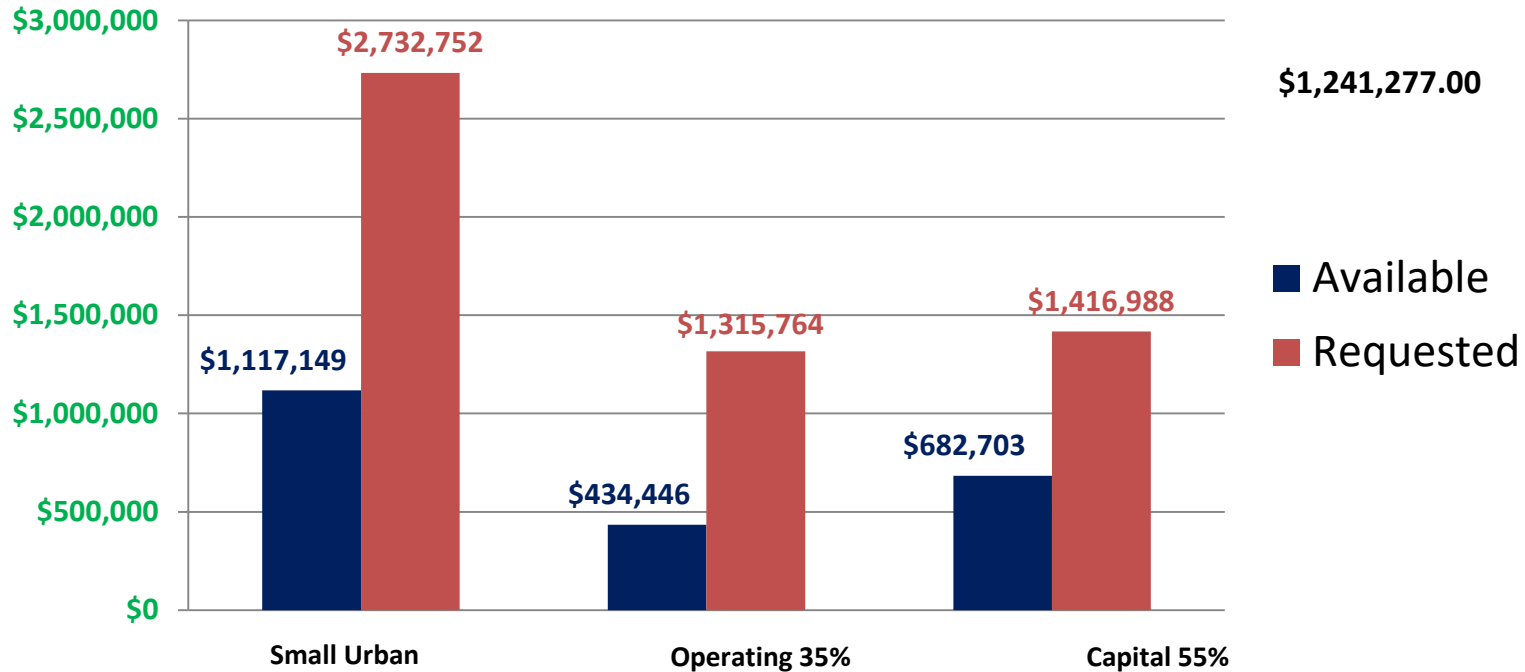
Funding Categories

- Capital / Mobility Management - Minimum 55%
 - No Maximum
- Operations - Maximum 35%
- State Administration – 10%

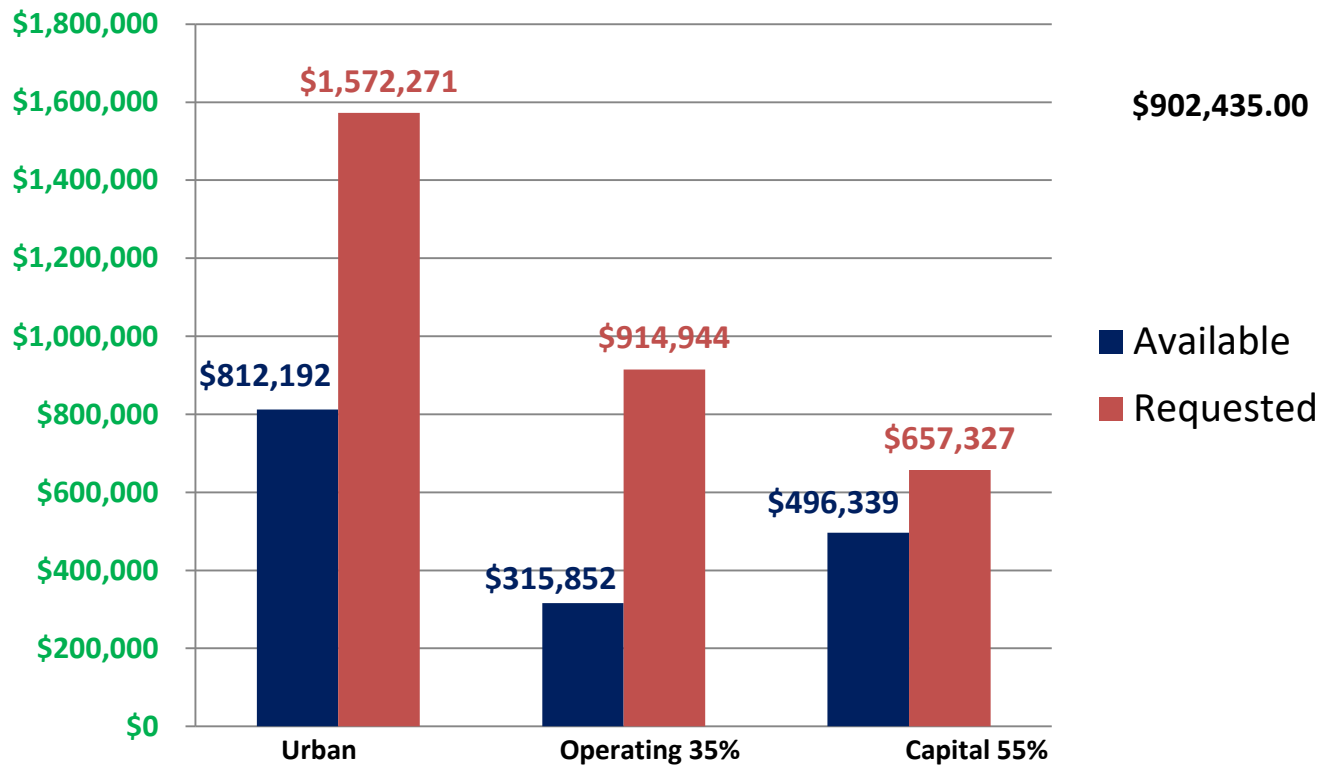
Rural: Available v. Requested



Small Urban: Available v. Requested



Urban: Available v. Requested



Grant Management Requirements

- Reimbursement Requests through Egrants
- Contract Reporting through the LPA Portal
- Asset Management
 - Insurance Requirements
 - Vehicle Maintenance and Inspections
- Performance Reporting and Records Management

Reimbursement Requests

- Egrants reimbursement must occur monthly or quarterly
- May only request reimbursement for eligible activities approved during the application
 - For eligibility questions, contact your program manager
- Failure to bill ADOT may impact future award eligibility

Reimbursement Requests

Back up Documentation

- Should be clear and tie to the reimbursement line item
- Employees who are not 90-100% dedicated to transit must document for hourly reimbursement from the grant
- Report from general ledger or similar accounting system preferred; Microsoft Excel or similarly produced reports acceptable
 - Receipts may be required

Reimbursement Requests

Indirect Costs & ICAP

Indirect Costs – Indirect costs may only be reimbursed based on a current, approved Indirect Cost Allocation Plan

- Indirect Cost Allocation Plan
 - Must be certified by ADOT, FTA or a Cognizant Federal agency

Reimbursement Requests

Recording In-Kind Contributions

- Documentation must meet same standards as other expenditures within organization
- Record donation and valuation of item in detail
- Enter into the General Ledger as income and expenditure

Cash Match = Cost

A 5310 healthcare facility has a preventive maintenance award which has an 80/20 split. They also have an operating award at 50/50. Their monthly costs for Preventive Maintenance activities were **\$3,382.08**. Operating costs for the month came to **\$57,037.70**.

Let's calculate the splits:

Preventive Maintenance Costs @ 80%	\$2,705.66
Operating Costs @ 50%	<u>\$28,518.85</u>
Total Federal Portion	= \$31,224.51

Cash Match @ 20%	\$676.42
Cash Match @ 50%	<u>\$28,518.85</u>
Total Local Portion	= \$29,195.27

Cash Match = Cost

Project Title	Fed Match Ration	Reimbursement Request	Fares/ Deduction	Total Request	Contract Cumulative	Balance	Award Amount	% Expended	Federal Portion	Local Match Portion	Project Complete
Preventive Maintenance	80%	\$3,382.08	\$0	\$3,382.08	\$3,382.08	\$2,867.92	\$6,250.00	54%	\$2,705.66	\$676.42	<input type="radio"/> Yes <input checked="" type="radio"/> No
Operating	50%	\$57,037.70	\$0	\$57,037.70	\$57,037.70	\$32,962.30	\$90,000.00	63%	\$28,518.85	\$28,518.85	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Totals	\$60,419.78	\$0	\$60,419.78	\$60,419.78	\$35,830.22	\$96,250.00	63%	\$31,224.51	\$29,195.27	

Cash Match Only	
Local Match Expended	Source
\$29,195.27	In House
\$29,195.27	Total Cash Match

Cost + In-kind = Reimbursement Total

For the month of October, an MPO is requesting a total of **\$6,250.00** from 5310 Mobility Management funds. The total funds are split among the following projects:

Small Urban Mobility Management	\$3,125.00
Rural Mobility Management	<u>\$3,125.00</u>
Expense Total	\$6,250.00

Cost + In-kind = Reimbursement Total

In-Kind Match					
In-Kind Match Units Expended	Billing Period In-Kind Match Total	Project Title	Source of Donations / Service		Value of Service / Donation
<input type="text"/>	\$0	Mobility Manager Administration & Staffing	Gila-Pinal Rides Committee - Participation	In-Kind	\$50.00 per Hour
<input type="text"/>	\$0	Mobility Manager Administration & Staffing	Gila-Pinal Rides Committee - Mileage	In-Kind	\$0.54 per Mile
<input type="text" value="1"/>	\$50.00	Mobility Manager Administration & Staffing	CAG TTAC - MM Items - Participation	In-Kind	\$50.00 per Hour
<input type="text"/>	\$0	Mobility Manager Administration & Staffing	CAG TTAC - MM Items - Mileage	In-Kind	\$0.54 per Mile
<input type="text" value="18"/>	\$1,350.00	Mobility Manager Administration & Staffing	CAG Management Cmmt - MM Items - Participation	In-Kind	\$75.00 per Hour
<input type="text" value="301"/>	\$162.54	Mobility Manager Administration & Staffing	CAG Management Cmmt - MM Items - Mileage	In-Kind	\$0.54 per Mile
Total	\$1,562.54				

In-Kind Match for this agency comes from participation in coordinated meetings

Cost + In-kind = Reimbursement Total

Expenses (Cost) = \$6,250

In-Kind Match = \$1562.54*

Total = \$7,812.54*

*The Egrants system rounds automatically

Project Title	Fed Match Ration	Reimbursement Request	Fares/ Deduction	Total Request	Contract Cumulative	Balance	Award Amount	% Expended	Federal Portion	Local Match Portion	Project Complete
SU Mobility Management	80%	\$3,906.25		\$3,906.25	\$25,019.23	\$14,588.27	\$39,607.50	63%	\$3,125.00	\$781.25	<input type="radio"/> Yes <input checked="" type="radio"/> No
Rural Mobility Management	80%	\$3,906.25		\$3,906.25	\$25,019.25	\$47,873.25	\$72,892.50	34%	\$3,125.00	\$781.25	<input type="radio"/> Yes <input checked="" type="radio"/> No
Totals		\$7,812.50	\$0	\$7,812.50	\$50,038.48	\$62,461.52	\$112,500.00	44%	\$6,250.00	\$1,562.50	

Cash and In-kind Match Activity

Take 5-10 minutes to complete this activity!



Account: Cash at Bank | Account Number: 1-100

Date	Details	Debit	Credit	Balance	
1-Jan	Opening Balance	460.96		460.96	Dr
31-Jan	Cash Receipts Journal	13,920.55		14,381.54	Dr
31-Jan	Cash Payments Journal		16,465.53	(2,083.99)	Cr
28-Feb	Cash Receipts Journal	16,870.02		14,783.03	Dr
28-Feb	Cash Payments Journal		17,563.23	(2,780.20)	Cr
31-Mar	Cash Receipts Journal	38,410.10		35,629.90	Dr
31-Mar	Cash Payments Journal		28,702.80	6,927.10	Dr



Cost + In-kind = Reimbursement Total

In-kind Calculation Activity

In August 2017, ABC Transit Company had the following operating expenses:

Dispatcher	\$	3,400
Paid Driver Salaries	\$	20,000
Fuel	\$	5,000
Supplies	\$	2,500

In addition, Volunteer Drivers provided 100 hours of driving.

The in-kind match has been submitted as \$15.50/hr for volunteer drivers.

Calculate the Local Cash Match Required

FTA Reimbursement	50%
Local Match	50%

ABC Transit - Operating Expenses	
Dispatcher	\$ 3,400
Driver Salaries	\$ 20,000
Volunteer Driver (\$15.50/hr * 100 hrs)	\$ 1,550
Fuel	\$ 5,000
Supplies	\$ 2,500
Total operating cost	\$ 32,450
FTA Reimbursement (50%)	\$ 16,225
Local Match Required (50%)	\$ 16,225
In-kind Value (volunteer drivers)	\$ 1,550
Local Match Required with in-kind	\$ 14,675

Where does the remaining \$14,675 come from?

Contract Reporting

- On every reimbursement request, you are certifying that you are reporting your contracting opportunities into the LPA/DBE database.

Please confirm, as part of the DBE program, all contract payments invoiced have been entered in LPA system.
<https://arizonalpa.dbesystem.com/>

☒ I Agree*

Vehicle Responsibilities

- Maintain adequate insurance and provide proof to MLB_MPD@azdot.gov
- Written Vehicle Maintenance Plans
 - Documented Preventive Maintenance
- Vehicle Inspection Process
- Vehicle Inventory
- Disposition

Insurance Requirements

EXHIBIT G INSURANCE

EXHIBIT G INSURANCE (RISK MANAGEMENT) REQUIREMENTS (REV 02/02/16)

1. **Indemnification:** To the fullest extent permitted by law, the SUBRECIPIENT shall defend, indemnify, and hold harmless The State of Arizona, and its departments, agencies, boards, commissions, universities, Officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the SUBRECIPIENT or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the SUBRECIPIENT from and against any and all claims. It is agreed that the SUBRECIPIENT will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the SUBRECIPIENT agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the SUBRECIPIENT for the State of Arizona.
2. In addition, should a public entity utilize a contractor(s) and subcontractor(s) the indemnification clause between the public entity and its contractor(s) and subcontractor(s) shall include the indemnification clause above.
3. *This indemnity shall not apply if the SUBRECIPIENT or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.*
4. The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the SUBRECIPIENT from liabilities that arise out of the performance of the work under this Contract by the SUBRECIPIENT, its agents, representatives, employees or subcontractors, and the SUBRECIPIENT is free to purchase additional insurance.
5. Program participants must maintain adequate property and liability insurance coverage. The current minimum requirement for automobile liability insurance is based on vehicle size, and is as follows:
 - Combined Single Limit (CSL) of \$5,000,000 for vehicles carrying sixteen (16) or more passengers
 - Combined Single Limit (CSL) of \$2,000,000 for vehicles carrying less than sixteen (16) but more than four (4) passengers

Insurance Requirements

- Refer to Exhibit G in your Contract.
- Please send your Certificate of Insurance (COI) along with all necessary Endorsements to MLB_MPD@azdot.gov
- If you contract out the operation of your vehicles, you along with your contractor must follow the insurance requirements.

Insurance Deadline Reminders

- ☐ Before your current Insurance expires
- ☐ Before you receive your new vehicle

Accident Reporting

- Report accident within 48 hours to the ADOT Program Manager via email.

An Accident is Reportable if:

- There was an injury caused by the accident
- The vehicle is towed from the scene
- Repairs from the accident take the vehicle out of service more than 24 hours

Common Deficiencies -Maintenance

- Policies, procedures and tracking mechanisms required to document vehicle preventive maintenance
- ADA requirement wheelchair lifts must be cycled on a daily basis during pre-trip inspection
- Lifts must be maintained and repaired by certified lift mechanics

What is “State of Good Repair?”

In general, “State of Good Repair” is the ability to maintain assets in a well-performed condition to provide efficient, reliable and safe service.

State of Good Repair

- Transit Asset Management Practices must preserve and expand transit investments
- Well Maintained and reliable infrastructure are required
- All the parts that were there originally are still there and in working order
- A sale or transfer of vehicles will prompt an inspection that includes quotes for repairs

Useful Life of a Vehicle

- Cutaway Bus with Lift:
- Minibus:
- Maxivan No Lift:
- Maxivan with Lift:

Useful Life of a Vehicle

- Minivan With Ramp:
- Minivan No Ramp:
- Suburban or SUV:
- Crew Cab Trucks:

Useful Life of a Vehicle

- Cutaway Bus with Lift: 10 years and/or 400,000 miles
- Minibus: 10 years and/or 200,000 miles (<14 passengers)
- Maxivan No Lift: 8 years and/or 100,000 miles (12 passengers)
- Maxivan with Lift: 8 years and/or 100,000 miles

Useful Life of a Vehicle

- Minivan With Ramp: 10 years and/or 100,000 miles
- Minivan No Ramp: 8 years and/or 100,000 miles (7 passengers)
- Suburban or SUV: 8 years and/or 100,000 miles
- Crew Cab Trucks: 8 years and/or 100,000 miles

Vehicle Maintenance Plans

- Maintenance Plans should include:
 - Asset Inventory
 - At least the manufacturer's recommended maintenance schedule
 - Each vehicle type's intervals listed specifically
 - Maintenance schedule for accessibility equipment
- Maintenance Plans must be included in application

Vehicle Maintenance Schedule

- Sub-recipients with ADOT awarded vehicles must abide by the vehicle maintenance schedule for as long as the vehicle is in use
- Sub-recipient agencies are required to maintain the accessible features of the vehicle to ensure they remain accessible and usable for individuals with disabilities at all times
 - Accessibility features must be repaired promptly if they are damaged or out of order

Track Service and Intervals

Date	Mileage	Interval mileage
Bus 9		
3/22/2017	211,470	3,018
2/22/2017	208,452	3,161
1/23/2017	205,291	2,858
12/29/2016	202,433	2,824
4/20/2016	199,609	3,088
3/22/2016	196,521	

Date	Mileage	Interval mileage
Bus 18		
12/21/2016	334,727	5,341
11/1/2016	329,386	5,216
9/8/2016	324,170	5,055
6/9/2016	319,115	5,284
2/1/2016	313,831	11,033
2/20/2016	302,798	
2/1/2016		

Date	Mileage	Interval mileage
Bus 26		
2/25/2017	52,759	6,195
12/12/2016	46,564	5,353
10/3/2016	41,211	5,036
7/13/2016	36,175	3,076
6/22/2016	33,099	4,842
5/16/2016	28,257	5,156
4/8/2016	23,101	5,691
2/26/2016	17,410	4,512
1/25/2016	12,898	4,853

Maintenance Schedule Sample

644 MAINTENANCE SCHEDULES

Maintenance Chart

Refer to the Maintenance Schedules on the following pages for the required maintenance intervals.

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV joints.		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, parking brake function.	X		X		X		X		X		X		X	

Include what for each interval

Required Maintenance Intervals.

Refer to the maintenance schedules on the following page for the required maintenance intervals.

At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- Change oil and filter.
- Rotate the tires. Rotate at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.
- Inspect battery and clean and tighten terminals as required.

At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- Inspect automatic transmission fluid if equipped with dipstick.
- Inspect brake pads, shoes, rotors, drums, hoses and park brake.
- Inspect engine cooling system protection and hoses.
- Inspect exhaust system.
- Inspect engine air cleaner if using in dusty or off-road conditions.

Inspections



42-0102 R04/19 azdot.gov

VEHICLE INSPECTION FORM for 5310 Mobility Management Funded Vehicles

SEE PAGE 2 FOR INSTRUCTIONS
Ok = Satisfactory NR = Needs Repair

Clear

Agency Name (Vehicle Owner)		Mileage	Inspector Initials For Mileage	Inspection Date
Bus No.:		License Plate #:		
Complete Inspection and Check Pass or Fail.				
PASS <input type="checkbox"/>		FAIL <input type="checkbox"/>		
Inspection Company:		VIN:		
Inspector Name:		Manufacturer:		
Inspector Signature:		Model:		
		Year:		
		Lift / Ramp <input type="checkbox"/> Yes <input type="checkbox"/> No		

BRAKES

OK

NR

ENGINE COMPARTMENT

OK

NR

Vehicle Purchasing Titles / Liens

- ▶ Vehicle purchases are conducted by ADOT
- ▶ Vehicles are titled in the name of the Sub-recipient
- ▶ ADOT holds lien on all vehicles in the amount of the federal share of the equipment cost
- ▶ The vehicle lien remains in effect through the useful life of the vehicle

Suburban SUV



- ▶ Cloth or vinyl
- ▶ Short ordering deadline
 - Model change will delay production if not met

Chevrolet 12 Passenger Maxivan No lift



Base Price: \$26,937 (135')

Additional Options Available

- ☐ 155" wheel base
- ☐ Vinyl or cloth seats
- ☐ Molded assist steps
- ☐ Carpeted or rubberized flooring
- ☐ Remote keyless entry
- ☐ 6.0L V-8

Ford Transit 8 Passenger



Base Price: \$52,026

Additional Options Available

- ☐ Armrests
- ☐ Rear Galley Reclining seats
- ☐ Vinyl cloth leathermate (seat cover)
- ☐ 37' lift platform (larger capacity)
 - 1000 pound capacity (adds \$1600)
- ☐ 35' lift platform w/ 800lb capacity
 - ☐ can add 1000lb capacity platform

Minivan with Ramp



Base Price: \$47,633 (includes postural belts)

Additional Options Available

- ☐ You-Connect hands free
- ☐ Rear parking assist
- ☐ Back up camera and Navigation
- ☐ Seat belt extenders
- ☐ Vinyl seats

Minivan No Ramp



Base Price: \$23,863.75

Additional Options Available

- ☐ Second Row stow-and-go bucket or cloth low back bucket seats
- ☐ Power 8-way driver seat with lumbar adjust

Narrow Body Cutaway – 9 Passenger



Base Price: \$67,930

Additional Options Available

- ☐ Heavy duty running board, driver side
- ☐ A/C upgrade
- ☐ Heating upgrade
- ☐ Driver seat upgrade

Cutaway with Lift – 14 Passenger



Base Price: \$71,323

Additional Options Available

- ☐ Vehicle length to 22'
- ☐ Heavy duty running board driver side
- ☐ A/C upgrade
- ☐ Heating upgrade
- ☐ Overhead luggage rack
- ☐ Seat belt on lift
- ☐ Upgraded driver seat

Vehicle Acquisition

- Confirm your vehicle request: **October 24th**
- Local Match Due: Within 30 days of invoice
- Take time here to review and confirm your vehicle acquisition features.

Vehicle Inventory

- Fleet Focus
- Egrants
- List of vehicles includes Fleet Focus and Egrants records
- Confusing Coding (SOLD POST 1995)
- Contact Information

Vehicle Disposition

- Revenue from the sale of property must be reinvested in the transit program for the same purpose
- ADOT must approve all vehicle dispositions
- Three quotes for estimated will be provided to ADOT for approval prior to sale
- Proceeds exceeding \$5,000 must be reimbursed to ADOT
- Biggest challenge – lien release

Vehicle Information Form - Disposals

VEHICLE INFORMATION FORM

(Date of Request)

ADOT Multimodal Planning Division
206 S. 17th Ave. MD 310B, Room 340
Phoenix, AZ 85007

Dear (ADOT Program Manager)

In the section below, I am including the information needed to
facilitate this transaction.

Requested Method of Disposition

For Coordination Purposes	
Select all that apply to this vehicle	
Bike Rack	<input type="checkbox"/>
Ramp or Lift	<input type="checkbox"/>
Farebox	<input type="checkbox"/>
Under Warranty	<input type="checkbox"/>
# of Securement Areas	
# of Seats	
Fuel Type	

Agency Name:

ADOT Identified Vehicle Type (e.g. cutaway with lift)	Vehicle Make and Model	Vehicle Model Year	Current Vehicle Mileage	Delivery Date/ Date Put into Service	Date removed from Service	VIN Number	Original Purchase Cost with Identified Federal/ Local Match Ratios	Original Funding Year (Year of Award/ Agreement)	Original Agreement Number

Briefly describe the condition of the vehicle(s) to include dents, dings, scratches, mechanical failures, etc.

We request vehicle transfer or disposition because

If you have any questions, please contact

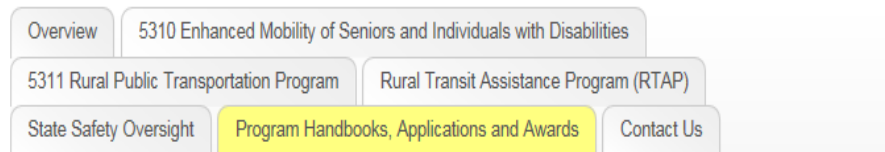
Vehicle Disposition

- The form was created to help streamline process
- Complete form and include any supporting documentation in an email to your ADOT PM
- Please let us know how we may improve the form

<https://azdot.gov/planning/transit-programs-and-grants>

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Program Handbooks, Applications and Awards



Announcements

[2019 Applications for 5307/5339 Now Open](#) 


Transit Asset Management

- [ADOT Transit Asset Management Group Plan](#)  - October 1, 2018
- [Sample Vehicle Maintenance Plan 1](#) - February 22, 2019
- [Sample Vehicle Maintenance Plan 2](#) - February 22, 2019
- [Vehicle Disposal Request Form](#) 

Site Visits

- General Service Information
- Technical Capacity
- Federal Requirement Service Provision
- Financial Management
- Asset Management
- Maintenance
- Procurement
- HR Management Training
- Civil Rights- Title VI_LEP
- Civil Rights- EEO_DBE
- Civil Rights- ADA
- Safety & Security
- FTA Review coming up
- 3-year cycle / rotation
- Based on risk
- Notified ahead of time

Performance Report

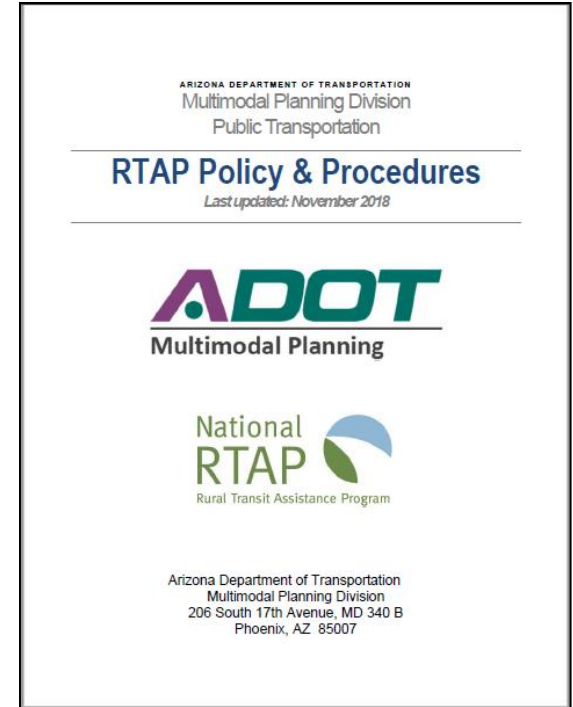
 ARIZONA DEPARTMENT OF TRANSPORTATION Multimodal Planning Division		
FY 2018 CAPITAL AND OPERATING PERFORMANCE REPORT		
Instructions		
Please provide the performance information for the type of federal grant assistance you are currently receiving from ADOT (operating and/or capital funding). If you have a vehicle(s) on lien or off lien with ADOT, information is to be submitted quarterly under the Capital Performance Report section. Information is to be provided on your entire transportation service for both capital and operating performance information. The form will then calculate the % of service tied to the 5310 program. **Fill in non shaded areas ONLY. DO NOT delete the formulas.		
CAPITAL EQUIPMENT - ADOT ON LIEN VEHICLES AND OTHER CAPITAL EQUIPMENT		
Agency Name:		
Reporting Period		
5310 Vehicles Active in Fleet (ADOT)		
Total Vehicles in Fleet		**Enter the total number of vehicles you are operating regardless of funding source.
Total % of service provided with 5310 vehicles	#DIV/O!	

- Due Quarterly
- Ask Mobility Manager for specific requirements
- Helps inform scoring/funding

Rural Transit Assistance Program (RTAP)

Rural Transportation Assistance Program (RTAP)

- Training and training materials are funded
- Reimbursable at 100%
- RTAP must be approved 30 days prior to attendance
- Refer to RTAP Handbook for specific requirements and State travel policy



RTAP Policy Update

- 5 training events per year
- 2 out-of-state events per year, must include written approval
- Refer to RTAP Handbook for specific requirements and State travel policy
- Request for PASS training books can be submitted through ADOT or CTAA
- RTAP reimbursements will soon be available through Egrants

Thank you for your Participation!

Any 5310 Program questions can be directed to the 5310 Program Managers,
Sara Allred at sallred@azdot.gov or Lindsay Post at lpast@azdot.gov